

Madison Parks and Recreation Authority  
JOB DESCRIPTION

TITLE: Recreation Program Manager

FSLA STATUS: Exempt

WORK WEEK: As Required to do job

JOB SUMMARY:

The Recreation Program Manager assists in the planning, development and execution of various programs and special events sponsored by the Parks & Recreation Authority. The Recreation Program Manager works closely with sports commissioners to coordinate youth programs and manages and maintains the facilities and operations of the Parks and Recreation Authority. This position reports to the Parks and Recreation Authority and is an at will position.

DUTIES:

General

- ◆ Prepares and justifies individual program budgets
- ◆ Communicates with Parks and Recreation Authority regularly about programs and/or events status
- ◆ Explores service contracts for all aspects of recreational programs
- ◆ Fulfills individual goals and measurable objectives developed with the Parks and Recreation Authority
- ◆ Creates and maintains various forms of communications, including flyers, web site, press releases, etc.
- ◆ Fosters a safe environment for both departmental staff and the general public
- ◆ Follows the direction provided in the Parks and Recreation Mission Statement
- ◆ Cooperates with other county departments and staff

Recreational Programming

- ◆ Assists in the planning and execution of a variety of recreational programs to meet the needs and demands of the citizens of Madison County, including: special interest classes, adult and youth programs, etc.
- ◆ Monitors day-to-day operations of programs, classes, and special events
- ◆ Regularly evaluates recreational programs ensuring maximum utilization by the community; outlines future programming objectives and goals
- ◆ Assists in maintenance of files and records of departmental activities
- ◆ Continues to improve upon existing program offerings
- ◆ Purchases/Orders all necessary supplies and equipment for the execution of recreational programming with prior approval from the Parks and Recreation Authority
- ◆ Schedules personnel, facilities, and equipment in accordance with program requirements

Park Operations

- ◆ Assesses areas in need of maintenance and advises the Parks & Recreation Authority as to needs for replacement/repair
- ◆ Responds to and relays citizen ideas/complaints/needs as necessary to the Parks & Recreation Authority for consideration
- ◆ Responsible for day to day cleanliness and trash removal during the sports seasons

#### Supervision

- ◆ Assists in recruitment, training and supervision of capable staff for various Authority sponsored activities
- ◆ Assists in providing direction to part time staff and volunteers on a day-to-day basis

#### Miscellaneous

- ◆ Wears proper attire at all times.
- ◆ Reports to work regularly and promptly
- ◆ Maintains a cordial relation with public and sets example in conduct for entire staff
- ◆ Other duties as assigned

### REQUIREMENTS:

#### Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing
- ◆ Ability to operate landscape equipment and maintain park grounds and fields
- ◆ Aptitude for office procedure, cash management and mechanics
- ◆ Ability to work independently and as part of a team
- ◆ Ability to prioritize work and meet deadlines
- ◆ Ability to work with the public
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively
- ◆ Ability to recognize and protect confidential information
- ◆ Ability to use basic computer software including: word process documents, financial software, enter basic data into database, and use spreadsheets to maintain numerical data

#### Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position
- ◆ Must have body flexibility including multi-limb coordination
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position
- ◆ Must be able to speak and write adequately to perform essential functions of the position
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces

#### Mental

- ◆ Ability to understand Parks and Recreation Authority rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Must be able to concentrate, memorize and reason logically .
- ◆ Ability to respond to emergencies effectively, to changes effectively, and to directives effectively.

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#### Qualifications

- ◆ Minimum of 3 years of experience in coaching and directing youth programs and operating landscape equipment
- ◆ High School Diploma preferred